



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5512.9  
OP-641  
15 AUG 1989

OPNAV INSTRUCTION 5512.9

From: Chief of Naval Operations

Subj: ADMISSION TO THE NAVY COMMAND CENTER

Ref: (a) OPNAVINST 5050.32  
(b) OPNAVINST 1601.7 (NOTAL)

1. Purpose. To outline procedures for access to the Navy Command Center (NCC), a controlled access area, and for issuance and disposition of identification passes.

2. Requirements. The NCC area, located in the Pentagon, fourth floor, "D" ring, between corridors five and six, is a designated controlled access area requiring access list authorization or an NCC identification pass for entry.

a. Permanent NCC pass holders. Personnel who have been issued an NCC identification pass will be admitted into the NCC upon presentation of the pass at either the fifth or sixth corridor Marine sentry post. This pass shall be worn in open display above the waist at all times while in the NCC area.

b. Non-pass holders on access list. Personnel who do not require daily access to the NCC and who possess a Top Secret clearance will be added to the NCC access list after completion of OPNAV Form 5512/10. They will be issued an NCC temporary "Escort Not Required" yellow pass upon request in exchange for a military identification (ID) card or Pentagon Department of Defense building pass, (Civilians and contractors must leave a valid drivers license or picture ID if they do not have either of the above), at either of the Marine sentry posts. Upon departure from the NCC they shall leave via the same Marine sentry post (Post 6 only, after 1300 on weekdays and on weekends) through which they entered and return the temporary "Escort Not Required" pass in exchange for their military ID card, Pentagon DOD building pass or valid drivers license surrendered on entry.

NOTE: ALL DEPARTMENT OF THE NAVY OFFICIALS AND FLAG OFFICERS DO NOT REQUIRE AN NCC PASS. HOWEVER, AN ACCESS REQUEST FORM WILL BE REQUIRED FOR RECORD PURPOSES ONLY.

0579LD0546810

15 AUG 1989

c. Personnel Requiring Escort. Personnel not holding an NCC identification pass and not listed on the authorized NCC access list who require access in the NCC will, if possible, make prior arrangements with the office to be visited within the NCC area. Visitors will be issued a visitor "Escort Required" orange pass only when accompanied by a person presenting a permanent NCC pass with escort identifier (red dot). Visitors will be required to surrender their military ID card or Pentagon DOD building pass (valid drivers license/picture ID if visitor is not DOD) in exchange for visitor "Escort Required" pass. The Marine sentry will log the visitor in and require the escort to sign the log book. Visitors will be escorted at all times. Visitors will depart the NCC area via the same Marine sentry post through which they entered, turn in the temporary "Escort Required" pass and be logged out by the Marine sentry. Secretary of the Navy, Under Secretary of the Navy and Assistant Secretaries, and all flag officers will be exempted and permitted access after visual identification has been made.

d. Crisis Action Center or NCC Briefing Theater Access. Personnel attending specific meetings or briefings in the Crisis Action Center (CAC) or NCC Briefing Theater will arrive at Post 6. The sentry, after verifying names on the special access list for the event and upon the individual surrendering his or her military ID or Pentagon DOD building pass, will issue a temporary "CNO CAC or Theater Only" green pass. This pass entitles the wearer access only to the CAC or briefing theater; other areas of the NCC are off limits. Entry and departure are via Post 6 only. If a "CNO CAC or Theater Only" pass holder requires access to other areas of the NCC, he or she must return to Post 6 and obtain the appropriate pass. Personnel holding permanent NCC passes or having regular NCC access may follow normal access procedures when attending events in the CAC or briefing theater. Detailed procedures for reserving the CAC or briefing theater are provided in paragraph 7.

3. Policy. Access to the NCC will be strictly limited and controlled on a validated need-to-know basis. Applicants for NCC access are required to have a minimum of a Top Secret clearance. Furthermore, applicants who require entry to OP-092I spaces, which are contained within the NCC area, must have an SI or SI/SAO clearance.

a. An NCC identification pass will be issued only to individuals:

(1) Assigned to duty within the NCC (OP-64 and OP-092I). This pass shall include an escort identifier code.

15 AUG 1989

(2) Attached to reserve components under OP-64 and OP-092I sponsorship (NCC-106 and NIC-166). Escort identifiers for these passes will be determined on a case-by-case basis.

(3) Authorized and designated attendees for the CNO's 0830 Operations/Intelligence (OP/INTEL) briefing as required by the provisions of reference (a).

(4) Designated as a member of the Operations Coordination Group (OCG) or the NCC Augmentation Watch, in accordance with the provisions of reference (b), and whose duties as a designated member require SI or SI/SAO access.

(5) Requiring liaison with OP-092I in the performance of their duties (including Top Secret and Special Folders couriers).

(6) Requiring daily liaison with OP-64 NCC personnel in the performance of their duties.

(7) Designated by OP-094, whose duties require access regarding NCC communications matters/maintenance.

b. Individuals not fulfilling any of the requirements listed in paragraph 3a will be assigned to the NCC access list provided they possess at least a TOP SECRET clearance and;

(1) Are authorized and designated alternates for the Chief of Naval Operation's 0915 OP/INTEL briefing.

(2) Require liaison with OP-64 NCC area personnel (not on a daily basis) in the performance of their duties.

(3) Are designated members of the OCG or the NCC Augmentation Watch in the provisions of reference (b).

c. Visitors will not be permitted to enter any of the OP-092I offices without authorization from and escorted by OP-092I personnel. A visitor to OP-64 in the NCC area whose clearance cannot be verified as TOP SECRET (a verifiable need-to-know), shall be cause for properly sanitizing the NCC area.

#### 4. Types of Passes

a. NCC Identification Pass. An NCC identification pass, serialized and bearing the picture of the holder, will be issued by OP-64S after fully completing the NCC Access Request application, validation, clearance verification and final OP-641 approval. This pass will be color coded as described in paragraph 2 above to indicate types of clearances held by the individual and, for OP-64 and OP-092I personnel assigned duties

15 AUG 1989

in the NCC area, and escort identifier. Marine sentries are authorized to confiscate any expired passes used to attempt entry to the NCC. This pass will expire:

(1) Upon detachment of the holder from a position and/or billet which requires the incumbent to have access to the NCC.

(2) Upon reaching the expiration date on the front of their pass. The expiration date will normally be the individual's Projected Rotation Date (PRD) in the requisite billet.

(3) If the individual's clearance is revoked.

b. Temporary Escort Not Required. An individual whose name appears on the NCC access list will be issued a serialized "Escort Not Required" yellow pass by the Marine sentry, as required by the procedure outlined in paragraph 2b. Individuals will be removed from the access list:

(1) Upon detachment of the individual from a position and/or billet which requires the incumbent to have access to the NCC.

(2) Upon reaching the access expiration date annotated on the access list. The expiration date will be the individual's PRD in the requisite billet.

(3) If the individual's clearance is revoked.

c. Temporary Escort Required. A serialized "Escort Required" orange pass will be issued by the Marine sentry under paragraph 2c.

d. A serialized temporary "CNO CAC or Theater Only" green pass will be issued by the Marine sentry under paragraph 2d.

5. Procedures for NCC Identification Pass/NCC Access List Application. OPNAV Form 5512/10 will be obtained from OP-64S (Room 4D600), completed and submitted to OP-641 via the individual's director/department head, the Briefing Access Control Officer (in accordance with reference (a)), the Chief of Naval Operations Security Office (for TOP SECRET certification) or to OPNAV Special Security Office (for SI/SAO certification). After OP-641 approval, applicants will be notified by OP-64S to report to Room 4D600 between the hours of 0900 and 1500, Monday through Friday for issuance of an NCC identification pass. Personnel requesting access list only will show up on the next access list print out (completed every two weeks). Applicants name will be on a temporary access list within two days of approval of their application. OP-641 will distribute an access list to each

15 AUG 1989

office with personnel authorized access to NCC. These access lists are to be updated and returned to OP-641.

6. Pass Holder Responsibility. Holders of NCC identification passes are strictly accountable to OP-64 for their proper use and return. Holders will show their pass to the Marine sentry when entering the NCC area and will display it above the waist at all times while in the NCC. To preclude unauthorized access to the NCC, passholders must safeguard their pass by maintaining it on their person or stowed under protective measures accorded CONFIDENTIAL material. Violation of these safeguards will result in a Security Violation Report (OPNAV 5510/23). Loss of an NCC Identification pass shall be reported immediately in accordance with Chapter 3, OPNAVINST 5510.60K. If an individual has lost two passes through negligence, a third pass will not be issued until either of them is found or expires. To preclude unauthorized access, upon detachment from a billet requiring access or upon expiration, the pass must be returned to OP-64, OPNAV Security, or CNO SSO.

7. Procedure for Reserving the Briefing Theater

a. The Briefing Theater is scheduled by the CNO Operations Briefers, x52050.

b. At least one day before the scheduled time, the sponsoring office provides OP-64S, via OPNAV Security and CNO SSO (as appropriate) for clearance verification, an access list with the following information:

(1) Memorandum to the Head, Navy Command Center, listing the attendees names, social security numbers and security clearances. Any attendee changes must be verified by OPNAV Security and the CNO SSO (as appropriate). Clearances for personnel currently on the regular NCC access list need not be verified.

(2) Date, time and subject of meeting.

(3) Point of contact (name, organization and phone number).



A. A. LESS

ASSISTANT DEPUTY CHIEF OF NAVAL  
OPERATIONS (PLANS, POLICY AND  
OPERATIONS)

Distribution:  
(See next page)

OPNAVINST 5512.9

15 AUG 1989

Distribution:

SNDL      A1      (Immediate Office of the Secretary)  
          A2A      (Department of the Navy Staff Offices)  
                    (NAVCOMP, OLA, OPA, and CNR, only)  
          A5      (Bureaus)  
          A6      (CMC)  
          41A      (COMSC)  
          C25A      (OPNAV Support Activity Detachment) (FT Richie,  
                    only)  
          FD1      (COMNAVOCEANCOM)  
          FKA1      (Systems Command Headquarters)  
          FL1      (COMNAVDAC) (Code 813, only) (20)

SECNAV Aide

SECNAV Aide (USMC)

SECNAV Admin Assistant

OPs 01, 02, 03, 04, 05, 06, 06N, 61, 65, 07, 08, 09, 092, 092I,  
09B, 09C, 09B21, 094, 098, 641 (25)

Stocked:

CO, NAVPUBFORMCEN

5801 Tabor Avenue

Philadelphia, PA 19120-5099 (50 copies)